



GRANT SERVICES NEWSLETTER

December
2005

WONDERING WHO'S WHO?

Many exciting changes have been made to the Office of Lt. Governor Becky Skillman's Family of Business and Programs since our last newsletter.

As you may know, the Lt. Governor leads several divisions including the Office of Management, Indiana Office of Rural Affairs, Indiana Office of Tourism Development, Indiana Department of Agriculture, Indiana Housing and Community Development Authority, Indiana Office of Energy and Defense Development, as well as the Counter-Terrorism and Security Council.

Grant Services is categorized as a division of the Lt. Governor's Office of Management and is under the direction of Julia Cunningham Holloway. Most of you are familiar with the Grant Services staff including Beth Goeb, Neil Brook, Nancy Thomas, and Judy Strauser.

To better serve you, we have rounded out our team with the addition of David Hacker, Tammy Butts, Kyleen Nash, and Beth Dawson.

Grant Services will continue to provide technical assistance, threshold reviews, financial services, project monitoring, and closeouts. You may see us conducting some of your site visits in the near future.

The Community Assistance Office is now the Community Development Block Grant (CDBG) Program within the Indiana Office of Rural Affairs. We are pleased to announce that Conley Poole is the new director of this program.

Other new staff members in the Community Development Division are Elizabeth Surgener, Corey Murphy and Heather Powell. Elizabeth will be stationed in the Indianapolis office and among many other duties, will take the lead with planning grant applications. Corey will be stationed in the southern region, and will represent that part of the state in the development of CDBG projects. Heather will also be located in the Indianapolis office working with communities in the central part of the state. There is more information on the CDBG and Grant Services' staff members provided in the insert.

GOOD NEWS!

President Bush signed the FY2006 Transportation/Treasury/HUD Appropriations bill on November 30, 2005.

The CDBG program is appropriated \$4.22 billion, which is only slightly down from \$4.671 billion in FY2005.

Let's roll!

Once again, HUD reports Indiana is doing well in expenditure of funds. Of all states with fiscal years beginning July 1, we are ranked second and on the "all states grid", we are ninth.

Thank you all for helping make this possible!
Keep up the good work!

STAFF BIOS

Before coming to state government, **Julia Cunningham Holloway** was an independent grant writer, evaluator, program development, and planning consultant. She worked as a consultant for many nonprofit organizations from all arenas including private elementary/secondary education, higher education community organizations, faith-based organizations, health and hospital organizations, as well as social and human service organizations. Julia has spent more than 28 years in community service and has a comprehensive background in fundraising, leadership, grantsmanship, community planning, evaluation, marketing, constituency relations, and special events. She has a Master's in Business Administration and a Bachelor of Arts in Political Science. Julia has hit the ground running, and we are happy to have her as our director.

David Hacker lives in West Lafayette with his wife and two daughters. Dave has a background in banking and mortgage lending. He has worked with non-profit organizations to help low- to moderate-income families purchase their first home. He graduated from Ball State University but does not like to divulge the date of his graduation! Dave completed the grant administrator training in the fall session, so if you have not seen him yet, you will soon as he is conducting the majority of our monitorings.

Tammy Butts has worked in social services for more than 20 years with youth in foster care, the homeless, and the chronic mentally ill. She has served as the executive director of a non-profit organization and has had experience with grants through her previous employment. Tammy enjoys reading, music, hiking, geocaching, as well as spending time with her Airedale and three cats. Her duties for Grant Services include working with Rural Development Grants as well as the CDBG program. Tammy has a Master's degree in Social Work from Indiana University School of Social Work.

Kyleen Nash is our Contract Administrator and her duties will encompass contract formation, generation and monitoring the State approval process. Kyleen graduated from Indiana University School of Law in May 2005 and received her undergraduate degree from Michigan State University in 2001. She is a southern Indiana native but currently resides in Indianapolis.

Beth Dawson, (we call her Beth D.), was born and raised in Indianapolis. After graduating from IU, Beth worked for the Indiana Department of Revenue, and then relocated to middle Tennessee where she performed recruitment, development, and management duties for a non-profit organization. There she started law school and worked in the legal field for several years. She moved back to Indiana in 2002 and stays busy with her family, church, community service, as well as scouring yard, auction and estate sales. Beth D. is our very appreciated Administrative Assistant!

Conley Poole has returned to the Midwest following six years in Washington, D.C., where he served on the legislative staff of two United States Senators, and as a White House staff member in the Executive Office of the President. Most recently, Conley served in Lieutenant Governor Skillman's office. Conley claims his Hoosier heritage from Porter, St. Joseph and Steuben counties. He is a graduate of Hillsdale College.

Elizabeth Surgener (fondly referred to as "Liz") will be stationed in the Indianapolis office. Liz grew up and continues to live in Noblesville. She attended Hanover College where she majored in political science. Liz spent the last legislative session interning with Senator Brandt Hershman and Senator Murray Clark.

Corey Murphy graduated from the University of Evansville and has worked for various community non-profit organizations and rural-based businesses. He lives in Mitchell with his wife and their two-year-old son. Corey will soon be stationed in the southern region of the state.

Heather Powell, our newest staff member, is from Moores Hill in Dearborn County. Heather graduated from the University of Evansville in 2002 and has most recently been serving in the Lt. Governor's office as the Director of Constituent Services.

2nd ROUND 2005 GRANT AWARDS

Thirty-five communities were awarded CFF grants by Lt. Governor Becky Skillman on November 14, 2005. Listed below are the grantees and a brief description of the projects funded. The total awarded was \$14,705,072, including the minority business incentive allocations. Congratulations to each community. We look forward to working with you through these important projects.

Grantee	Project Description	CFF Award
Bedford	Restore Otis Park Band Shell	\$141,750
Brownstown	Revitalize Community Streetscape	\$525,000
Cannelton	Fire Truck	\$144,500
Churubusco	Wastewater System Improvements	\$500,000
Clinton	Downtown Revitalization	\$396,780
Connersville	Stormwater System Improvements	\$500,000
Floyd Co.	Wastewater System Improvements	\$504,000
Gibson Co.	Social Service Center	\$209,000
Greensboro	Fire Station	\$409,000
Hamlet	Wastewater System Improvements	\$525,000
Harmony	Community Center	\$480,000
Hartford City	Water System Improvements	\$525,000
Jefferson Co.	Restoration of Eleutherian College Facilities	\$525,000
Jeffersonville	Senior Center Construction	\$525,000
Knox	Water System Improvements	\$500,000
Linton	Expansion of Senior Center	\$231,000
Lyons	Fire Station	\$497,494
Monterey	Fire Truck	\$150,000
New Harmony	Renovate Ribeyre Gym Community Center	\$500,000
Newberry	Fire Truck	\$139,000
Oaktown	Water System Improvements	\$525,000
Oldenburg	Water System Improvements	\$433,900
Richmond	Social Service Center	\$525,000
Salamonia	Renovation of Community Center	\$227,535
Sheridan	Relocate Sheridan Public Library	\$450,000
Sidney	Wastewater System Improvements	\$525,000
Somerville	Fire Station	\$289,500
South Whitley	Expansion of Public Library	\$500,000
Spencer Co.	Wastewater System Improvements	\$240,000
Tell City	Extend Wastewater System	\$500,000
Upland	Water System Improvements	\$500,000
Veedersburg	Wastewater System Improvements	\$525,000
Wabash	Revitalize Community Streetscape	\$511,613
Warsaw	Youth Center	\$500,000
Washington Co.	Social Service Center	\$525,000

FACTS & FIGURES

Facts and Figures for June through November of 2005:

CDBG Grant Agreements
Executed: 52

Release of Funds Issued: 52

Removal of Environmental
Conditions Issued: 41

Wage Decisions Issued: 46

Grants Monitored: 61

Grant Modifications Processed: 23

Grants Closed (Certificates of
Completion Issued): 29

Number of Draw Downs
Processed: 443

Total Amount Drawn from HUD-U.S.
Treasury: \$17,494,384.58

End of November Balance of CDBG
Letter of Credit: \$61,704,583.16

CDBG Letter of Credit
Ratio: *1.7664%
(Should be 1.5% (\$52,400,026 or
less))

A family went to visit Grandma for dinner. When the plates were filled, little Johnny began to eat. His Mother, irritated with him, said, "Wait Johnny, we haven't prayed yet". Little Johnny replied, "It's OK, Mom, Grandma knows how to cook!"

At this very special time of year, all of us wish to all of you a warm and wonderful holiday and a healthy and happy new year.

NEWS YOU CAN USE

In October 2005, a memorandum was mailed out to CDBG program participants stating that CDBG funds would be deposited directly into the grantees' accounts by the Auditor of State's Office. We continue to receive checks for the draw down disbursements and we are not certain when the direct deposits will become effective. Most recently, we were advised that the Auditor's Office is in the process of contacting each unit of local government to obtain information regarding the account where the grantees want the funds deposited. We apologize for any confusion. Please understand that we are not in control of that process, but we will continue to relate to you what has been reported to us.

When placing newspaper ads, be sure to delete any reference to "The Indiana Department of Commerce" and replace with the "Indiana Office of Rural Affairs".

For Fire Truck purchase projects, please note that the ad for IFB's must include the federal language just the same as for a construction project. (We received this ruling from HUD). Also, Federal Construction Contract Provisions must be included in the bid specifications.

Publications of RFP's for professional services must include scoring criteria and the relative importance (weight) of each.

Remember, the **MBE/WBE goal is 10 percent.**

PLEASE NOTE

HUD has announced that they will soon implement "Performance Measurement" reports which will be used to provide outcome statements of our CDBG projects. This will require additional information to be entered into the IDIS federal database, and that information, of course, will need to be provided by our Grantees with the help of their Grant Administrators. As soon as we learn more about this, we will pass the information along to you. Meanwhile, you may visit HUD's website at <http://www.hud.gov/offices/cpd/community-development/programs/index.cfm> which offers an extensive question and answer site regarding the performance measurement system.

Please include all contractors' federal identification number and address on your Semi-Annual reports. That information must be transferred to a report that we are required to file with HUD.

The first Grant Administrator training for 2006 has been scheduled. The test-out will be held on March 29, 2006. Classes will be held on April 12, April 19, April 26 and May 3, 2006. The final test will be May 10, 2006.

HEADS UP!

Work is underway for this year's Consolidated Plan under the guidance of BBC Research and Consulting. The Consolidated Plan Coordinating Committee has agreed to work with the Rural Strategy planning efforts of the Indiana Office of Rural Affairs in order to create the Citizen Participation Plan. Coordinated efforts include RURAL LISTENING SESSIONS in early 2006. More information about listening sessions will be available in January.

Our new Web site is up and running and again includes grant forms that may be downloaded. The website address is: <http://www.in.gov/ora/>.

Now that grant awards for Round Two of 2005 have been announced, please **publish your Environmental Combined Notice and get all of your ER information to Nancy Thomas** in order to meet the Environmental Release Deadline.

When soliciting sealed bids for construction of CDBG funded projects, it is required that the advertisements clearly describe the material, product or service being procured. While it is permissible to solicit bids with "alternates", it is NOT permissible to request bids omitting parts of the project hoping to get the remaining work done outside of the federal contract provisions. It is also NOT acceptable to change the scope of the project after the bid opening to reduce project costs within the budget. If the scope of the project is changed, then the construction must be rebid using the amended project description to assure that all prospective bidders are given equal opportunity to bid. It is also NOT acceptable to award a construction contract with the intention to change orders to reduce the price of the project within the budget. Change orders are only acceptable for costs of "unforeseen circumstances".

Grant Services is in the process of updating our e-mail data base. To receive information via e-mail, please provide your e-mail address to bdawson@lg.in.gov.

COMMENTS FROM COMMUNITY DEVELOPMENT

Greetings from the Community Development Block Grant Program. On behalf of CDBG, we want to extend our gratitude to everyone for their cooperation and understanding during the latest transition within the Indiana Office of Rural Affairs. With your help, we hope to make this upcoming year one of the most successful years yet for CDBG. Be assured that we are working extremely hard on behalf of communities all across the State of Indiana to deliver high levels of service to you.

Mark your calendars for the following dates and deadlines for the next round of CFF proposals and applications. Please note that all times listed are Indianapolis time. The dates are as follows:

Round 1

Proposal Deadline: Friday, January 13, 5:00 p.m.

Application Deadline: Friday, April 7, 5:00 p.m.

In addition, along with Grants Services, the Community Development Division of the Indiana Office of Rural Affairs will be offering technical assistance workshops. The first workshop has been scheduled for February 15, 2006 from 1-3:00 p.m. at the Indiana Government Center South Auditorium, Indianapolis, IN. Individuals and communities that are planning to attend should contact Beth Dawson at 317-232-8333 or bdawson@lg.in.gov for further details. **Should you have questions or concerns you would like discussed at the workshop, please email those to Beth Dawson at the information above.**

As always, feel free to contact our office as issues arise or if you have questions, comments, concerns or suggestions. We need your input in order to make our program better!

When submitting a Claim Voucher for payment, the total amount must be broken down by budget line item.

For example: Your total drawdown amount is \$50,000.

From this amount, \$12,000 is paying for Administration, \$3,000 is paying for Environmental Review, \$25,000 is paying for Sewer Facilities, and \$10,000 is paying for Water Facilities. In this example you would need FOUR (4) lines on your Claim Voucher – one line for each of the budgeted line items being drawn from CDBG funds, which totals \$50,000. Grant funds must be drawn in accordance with the budget page in your grant agreement. Only those activities listed under CDBG Funds on the budget page of the Grant Agreement may be drawn from the State. If you have questions regarding this process, contact Nancy Thomas at 317-233-3559.

STAFF CONTACT INFORMATION

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